

Chapter 1 Concepts

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Overview

Agency Database

The purposes of the agency database are:

- To provide a central location for establishing and maintaining agency code(s) and record(s) required for processing in AGPS.
- To provide a central location for establishing and maintaining sub-agency code(s) and record(s) (address information) required for processing in AGPS.
- To provide a central location for establishing and maintaining agency default accounting distribution record(s) that may be used for processing in AGPS.
- To provide a central location for establishing and maintaining agency buyer code(s) and record(s) required for processing in AGPS.
- To provide a central location for establishing and maintaining agency special delivery text record(s) that may be used for processing in AGPS.
- To provide a central location for establishing and maintaining record of a document created by an agency for processing in AGPS.
- To provide a central location for establishing and maintaining record of the amount of awards processed by an agency in AGPS.
- To provide a central location for establishing and maintaining record of detail award data for an agency in AGPS.
- To provide a central location for establishing and maintaining grouped agency record data for processing in AGPS.

All processes in AGPS requiring agency information or updating agency information, i.e., award data, etc., will refer to this database to obtain the required data for processing and/or edits.

Terminology

The following terms are used throughout this unit:

Address Line 1. Self explanatory.

Address Line 2. Self explanatory.

Address Type. This term is used to categorize addresses by type - general, solicitation, order and payment.

Agency Account Type. This term is used to identify which accounting distribution is to be defaulted on a requisition or order accounting screen.

Agency Buyer. This term is used to refer to a person identified by code in AGPS as an agency's buyer. This code is maintained using the ABUY transaction.

Agency Commodity History. This term is used to identify a table (AHST) used by AGPS for recording summary purchase data by commodity for an agency. This table is maintained by batch program BO5W.

Agency Contact. This term is used to refer to the person to contact relative a vendor complaint or any other open issue relating to a record with that agency's code.

Agency Contact Phone. Phone of person to contact relative a vendor complaint or any other open issue relating to a record with that agency's code.

Agency Group. This term is used to identify a grouping of specific agencies to be used as a ship-to address of a requisition, order or contract. This table is maintained using the AGRP transaction.

Agency Group Number. This term is used to refer to the number used to identify an agency group.

Agency Header. This term is used to refer to the transaction used to create and maintain an agency record (AGCY).

Agency Name. This term is used to refer to the name assigned to the agency level number.

Agency Notice Of Award. This term is used to refer to a table created to identify an agency's notice of award requirements. This table is maintained using the ANOA transaction.

Agency Number. This term is used to refer to a number assigned to an agency.

Agency Purchase Detail. This term is used to refer to a table used to maintain detail purchase data for an agency. This table is maintained by batch program BO4X and BO4X/BO5X.

Agency Purchase Summary. This term is used to refer to a table used to maintain purchase summary data for an agency. This table is maintained by batch program BO5W.

Agency Requisition Number. This term is used to refer to the number assigned a requisition, order, or contract that is unique to that agency and used by the system for inquiry.

Agency Short Name. Term used to refer to the name assigned at the agency level to be used on reports.

Agency Special Delivery Text. Term used to refer to delivery text for an agency/sub-agency that is used for orders and contracts. This text table is maintained by the ASDT transaction.

Agency Type. Term used to identify the agency as a state agency, central purchasing office, agency purchasing office or political sub-division.

Approval Limit. Term used to identify the dollar limit identified for a specified commodity for an agency. If exceeded, will result in creation of an approval that must be processed before the document will be permitted to proceed to the next level of processing.

Delegated Authority Limit. This term is used to refer the dollar limit identified for an agency for DPA processing. If exceeded, will result in creation of an approval that must be processed before the document will be permitted to proceed to the next level of processing.

Delegated Purchase Authority. This term is used to refer the purchase authority allowed an agency without additional approval beyond that required to establish the authority.

Department Financial. This term is used to refer to the financial system to which the agency is subject to for pre-encumbrance and encumbrance actions.

Department Purchasing Agency. This term is used to refer to the purchasing department responsible for the agency's purchasing functions. It does not refer to State Purchasing.

Executive Department Name. This term is used to refer to the name of the executive department to which the agency must report. The first three characters of the agency number is used to identify the executive department.

Object Approval. This term is used to refer to an agency approval based on an object code maintained on the AOBJ table. If used, an approval must be processed before the document will be permitted to proceed to the next level of processing.

Payment Limit. This term is used to refer the dollar limit identified for an agency for payment approval processing. If exceeded, will result in creation of an approval that must be processed before the document will be permitted to proceed to the next level of processing.

Purchase Limit. This term is used to refer the dollar limit identified for an agency for non-DPA processing. If exceeded, will result in creation of an approval that must be processed before the document will be permitted to proceed to the next level of processing.

State Bid List. This term is used to refer to the bid list maintained by the Office of State Purchasing.

Sub-Agency. This term is used to refer to the agency address key used to identify an agency address record in the AADR table. This code combined with the agency code is used as ship-to and bill-to agency/sub-agency in various documents in AGPS for processing.

Key Concepts

Overview	Agency database maintenance is another of the central, pervasive components of the purchasing process. Its primary purpose is to provide AGPS with an agency address file that eliminates the need to re-key purchasing agency, ship to, and bill to addresses for each purchasing transaction. The database also provides the ability to record such important information as buyer codes, historical purchase information, agency notice of award requirements, and processing limits. Information is available through screen inquiry, reports, and on an ad hoc basis for unique requirements. The agency database is referenced by all other components of AGPS.
Components	The components of the agency database include header, address, account distributions, buyer, agency grouping, history, notice of award, purchase detail and summary, special delivery text, and processing limits and thresholds.
Agency Header	Agency header is used to establish and maintain an agency code for processing in AGPS. This table is accessed by all processes requiring an agency number. All agency unique information is maintained here.
Address	Agency address is used to establish and maintain addresses for each agency and sub-agency that may be used by the system for processing documents in AGPS. For example, addresses would be needed for submitting a bid, sending an invoice, and delivering a commodity.
Agency Account	Agency Account is used to establish default accounting distributions. This table is accessed by all processes requiring an accounting distribution such as requisitions and orders.
Buyer	Agency buyer is used to establish and maintain buyer codes for each agency that performs the purchasing function. This table is accessed by all processes requiring an agency buyer such as creating documents and performing edits. Codes for buyer supervisors will also be included.
Grouping	Agency grouping permits the grouping of agencies for delivery purposes. When the grouping is used on a contract, only agencies that make up the group are able to order from the contract. For example, if the commodity being purchased is drugs, the user agency grouping would include all that have pharmacies.
History	Agency history is used to establish and maintain a summary record of an agency's purchases by agency and commodity number.

Notice of Award	Agency notice of award provides a means of establishing and maintaining an agency's contract notice of award requirements by agency and T-number.
Purchase Detail and Summary	Agency purchase detail provides a record of an agency's purchases by agency number, fiscal year, and order number. Agency purchase summary provides a record of an agency's purchases by agency number, fiscal year, and purchase document type.
Special Delivery Text	Agency special delivery text provide special delivery instructions by specified agency and sub-agency. This text will automatically print each time a solicitation, order or contract is distributed for that agency delivery location.
Processing Limits and Thresholds	There are various monetary limits or thresholds in the agency database to implement purchasing and fiscal controls. These include limits on delegated purchase authority, contract release orders, purchases and payments. If the purchase action exceeds the established limit, AGPS automatically creates an approval record that must be approved before the action can move to the next level of processing. In like manner, the action must be within established variances for receipt, invoice, or payment, otherwise processing will be halted.
Agency Approvals	As requisitions and orders are entered into AGPS, based upon the characteristics of the documents, approval records may be automatically created. These records must be approved before the document can be processed to the next stage.
Management	The agency database contains information that efficiently provides addresses for a variety of purposes, maintains an historical database of agency related information, and ensures that user approvals are obtained when necessary.

Discussion of Transactions

Agency Account Table (AACG)	The agency account table is used to establish and maintain agency account records. This table is accessed by all processes requiring an accounting distribution, i.e., requisitions and orders.
Sub-Agency Address Table (AADR)	The agency address table is used to establish and maintain agency/sub-agency number/record, address, print bill-to address on an order, return bid to address on a solicitation, etc. This table is accessed by all processes requiring an agency address for processing, i.e., requisition, solicitation, order, contract, and all related batch print programs.
Agency Buyer (ABUY)	The agency buyer table is used to establish and maintain the agency buyer number/record, create documents, perform edits, etc. This table is accessed by all processes requiring an agency buyer for processing, i.e., RQS2, SDOC, OFST, ORD4, etc. and all related batch print programs.
Agency Group Table (AGRP)	The agency grouping table is used to establish and maintain the agency group number/record and by the system for processing of documents in AGPS. This agency group may be used as a ship-to agency, perform edits, etc. This table is accessed by all processes using an agency group for processing, i.e., requisition, requisition line, contract, order, etc. and all related batch print programs.
Agency Header (AGCY)	The agency header table is used to establish and maintain the agency number/record, create documents, perform edits, etc. This table is accessed by all processes requiring an agency number for processing, i.e., requisition, solicitation, order, contract, and all related batch print programs.
Agency History (AHST)	The agency history table is used to establish and maintain a summary record of an agency's purchases by agency number and commodity number in AGPS. This table is updated by the BO5W batch process.

Agency Notice of Award (ANOA)	The agency notice of award table is used to establish and maintain an agency's contract notice of award requirements by agency and T-Number. This table is used by BK3A batch process for generation of contract notice of award.
Agency Object Code (AOBJ)	The agency object code table is used to establish and maintain an agency's requirements for approvals to be built based on the object codes identified in this table.
Agency Purchase Detail (ADET)	The agency purchase detail table is used to establish and maintain a detail summary record of an agency's purchases by agency number, fiscal year and order number in AGPS. This table is updated by the BO4X/BO5X batch process.
Agency Purchase Summary (ASUM)	The agency purchase detail table is used to establish and maintain a summary record of an agency's purchases by agency number, fiscal year and purchase document type in AGPS. This table is updated by the BO5W batch process.
Agency Special Delivery Text (ASDT)	The agency special delivery text table is used to establish and maintain an agency's special delivery instructions text for a specified agency/sub-agency in AGPS. This table is used by various batch print programs, i.e., BS4X/A, BO5X/A, etc., for printing special delivery text for ship-to agency/sub-agency identified on a document, requisition, solicitation, order, contract, etc.
Agency Commodity Approval Designation Table (ACAD)	The agency commodity approval designation table is used to establish records for control of commodity purchases in the form of approval limits for a commodity and agency. The ACAD screen will be used for add, maintenance and inquiry of table records.